

City of Chattanooga, TN
Personnel Class Specification
CLASS CODE 1405

FLSA: Exempt

CLASSIFICATION TITLE: OPERATIONS COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide professional and managerial support to the head of a large department.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Manages large and/or special projects designed to assist in the management of department operations; develops deployment schedules for new programs; conducts research, gathers information and analyzes current procedures; develops new/revised policies and procedures for assigned division as required.

Exercises purchasing authority; signs weekly payroll vouchers, purchase orders, and shipping releases in absence of supervisor; collects, reviews and distributes payroll checks.

Interviews, recommends and processes applicants for employment into entry level positions, promotional positions and/or in-service transfers;

Coordinates new employee processing system; ensures proper examinations, tests and paperwork are completed; oversees the maintenance of personnel records management system; tracks position vacancies, employment status and other data as required by EEO guidelines and/or City policies and procedures.

Reviews division budget to determine personnel authorizations; directs the preparation of personnel acquisitions to fill employee vacancies.

Responds to all employee grievances and EEOC inquiries within assigned division; supervises employee support programs and refers employees to appropriate department and/or agency.

Maintains employee job descriptions for assigned department and staff; updates specifications and duties as required to meet changing departmental needs; communicates changes to appropriate staff.

Performs other personnel-related duties such as employee orientation, completing new hire forms; revising and updating personnel files as necessary; recommending training programs for assigned staff.

Supervises safety staff and activities.

Develops waste reduction programs according to current plans and policies; ensures compliance with state and federal guidelines; establishes city-wide procedures for recycling, composting, and other waste reduction measures; coordinates with administrative agencies in municipal, state and federal governments; serves as advisor on all waste reduction issues relating to recycling.

Conducts public awareness campaigns for waste reduction programs; prepares materials, brochures and press releases; meets with media, civic, religious and social organizations; prepares and conducts informational briefings for governmental officials, civic organizations and the public; develops and updates campaigns as necessary.

Assists in the operation of curbside recycling program; monitors the collection of materials; provides feedback to management; meets with processors to ensure material is properly processed according to industry standards; develops and conducts awareness programs to educate the public on the program.

Manages City Recycle Center; approves employee work schedules and supervises assigned recycling center personnel; analyzes reports and provides management with progress reports; prepares cost and operation reports and compiles information for budgeting purposes.

ADDITIONAL FUNCTIONS

Serves on various committees and/or boards as they related to daily performance of assigned duties; attends meetings, seminars, workshops and other training classes as necessary to keep apprised of changes in legislation and/or current industry trends.

Composes, types and/or prepares various correspondence, letters, memoranda and specialized reports and documents for assigned department; reviews for accuracy and completeness; makes copies and files for departmental use and future reference.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in accounting, business administration, or closely related field; supplemented by three (3) to five (5) years previous experience and/or training that includes accounting, bookkeeping, budgeting, pension administration, computer training, or related required; or any equivalent combination of education, training,

and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid State of Tennessee driver's license. Certain certification is required based upon assigned department or division.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.